

## Memorandum

Date: June 30, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Otay Mesa Inspection Facility

File No.: 646.10583.11334

Subject: SELF INSPECTION – CHAPTER 15, SPECIAL FUNCTIONS

Please find attached Area Management Evaluation, Chapter 15, Special Functions,  
for the Otay Mesa Inspection Facility.



H. H. PAREDES, Lieutenant  
Commander

*Safety, Service, and Security*

Department of California Highway Patrol  
AREA MANAGEMENT EVALUATION  
Chapter 15  
SPECIAL FUNCTIONS

Area <u>646</u>	Division <u>BORDER</u>	Number
Evaluated By <u>SGT. H. HENDRICKSON</u>		Date <u>6-30-08</u>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation		Suspense Date _____	
<input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation			
Follow-up Required	<input type="checkbox"/> Correction Report		
<input type="checkbox"/> Yes <input type="checkbox"/> No	by _____		
Commander's Review		Date	
<b>1. GENERAL</b> <u>SEE SUMMARY STATEMENT</u>		Evaluated <input checked="" type="checkbox"/>	Action Required
		Corrected	
a. Are special duty assignments minimized?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is maximum efficiency attained?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?		<u>N/A</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are assigned duties consistent with the job description?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Could duties be combined with another special duty assignment for efficiency?		<u>N/A</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Which special duty officers (positions) were interviewed?		<u>ALL</u>	
c. How are special duty assignees selected?		<u>SEE SUMMARY STATEMENT</u>	
(1) Are special duty opportunities open to all officers?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does selection contribute to attainment of affirmative action goals?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Can the special duty supervisor describe the duties and workload of the special duty personnel?		<u>SEE SUMMARY STATEMENT</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Upon what criteria are special duty personnel evaluated?		<u>SEE SUMMARY STATEMENT</u>	
(2) Are they held accountable for their time and performance?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is the officer's time planned? Are weekly itineraries provided to the supervisor?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Does the commander and management team have an active interest in special duty programs?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is time taken by the commander to discuss activities and potential problems?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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2. VEHICLE THEFT	Evaluated	Action Required	Corrected
SEE SUMMARY STATEMENT	✓		
a. What is the scope of the Area's Vehicle Theft Program? SEE SUMMARY STATEMENT			
(1) Have special techniques or procedures been developed?	SEE SUMMARY	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, have these been shared with other Areas?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are there open lines of communication with the Division Vehicle Theft Coordinator?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the commander aware of the means to obtain assistance from the Division coordinator?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who is authorized to request Division/headquarters assistance?	COMMANDER, SUPERVISORS, AND VIN OFFICERS.		
c. Is the program effective?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Vehicle theft recovery goals established?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Goals attained?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How does the current number of stolen and recovered vehicles compare to prior time periods?			
(4) Are work hours dedicated to the program appropriate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do beat officers and supervisors have an interest?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the program supported by district/city attorneys and the courts?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has the program been discussed with them?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?			
e. Does the commander and management team take a personal interest in the program?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What guidance and direction is given?			
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do they have an idea of the number of thefts and recoveries in the Area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do they give guidance and direction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do they demonstrate an interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do they record beat officer's exceptional vehicle theft activity on CHP 100 and 118? Are commendable form 2s issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is vehicle theft education/training provided by Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are training aids used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are Division vehicle theft coordinators/investigators made available for training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Vehicle theft prevention discussed at briefings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) How is information on unique problems and circumstances disseminated to beat officers?		
(5) Are officers and supervisors proficient in locating and decoding VINs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has Area participated in a Vehicle Theft Intern Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented?		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b> SEE SUMMARY	Evaluated <input checked="" type="checkbox"/>	Action Required
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	OFFICER DIANE LOWERY, #10872	
(1) How was he/she trained?	CHP DEPARTMENT TRAINED.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	OFFICER GERARDO CRUZ, #13405	
(4) What is the attitude of these officers towards security of VIN information?	SECURE <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(6) Is Investigative Services Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? <u>APPOINTMENT BOOK</u>		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>4. SCHOOL PUPIL TRANSPORTATION SAFETY</b> <u>SEE SUMMARY STATEMENT</u>	Evaluated	Action Required
a. Is the Area commander and management team aware of all aspects of the School Pupil Transportation Safety Program conducted in the Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have either a uniformed School Pupil Transportation Safety Officer or a nonuniformed School Pupil Transportation Safety Coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Driver records, including CHP 295, State Department of Education T-01, criminal record information, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) School Bus Traffic Collision Investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Approved stops list?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?		
(4) Are CHP 100Es submitted in a timely manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is program time properly justified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How much time is allotted?		
(b) Is time sufficient to meet departmental objectives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil Safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es submitted by the officer/coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What training has the School Pupil Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:		
(1) Departmental policy relating to the School Pupil Transportation Safety Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) School bus driver certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) School bus accident investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) School bus reinspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) School bus routes and stops?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial and Technical Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Transportation Safety Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) Are appropriate special codings made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and make appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety-related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. EVIDENCE/PROPERTY CONTROL</b> <b>SEE SUMMARY STATEMENT</b>	Evaluated <input checked="" type="checkbox"/>	Action Required Corrected
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?	<b>OFFICER DIANE LOWERY, # 10872</b>	
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Who is the evidence/property supervisor?	<b>SERGEANT GIL FURBY, # 10415</b>	
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1 regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to GO 100.88?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered into the Automated Property System and Automated Firearms System?	<b>N/A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are entered items cancelled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<b>N/A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		

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(1) Evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Controlled substances?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Alcoholic beverages?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) License plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services' Material Services Section for storage and disposal after it has been held for 30 days?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Chapter 19, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36 file been reviewed?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semi-annual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Chapter 12?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	2	
(a) Is the distribution of the keys according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the evidence/property officer other than the court officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the property room secured with a deadbolt?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is there a false ceiling?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(c) Are door hinges on the inside of the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are any items which require access by other than the evidence/property officer stored in the room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(e) Does Area's property room meet all requirements outlined in HPM 70.1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(If not, have steps been initiated to correct the problem?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is evidence left in these lockers for no more than one day?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have any internal investigations been initiated by Area for any such incidents?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. ACCIDENT INVESTIGATION FOLLOW-UP</b>	Evaluated	Action Required
SEE SUMMARY STATEMENT		Corrected
a. Does the Area have an AI officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Who is responsible for supervising the officer?		
c. How much time is allocated to the position?		
(1) Is time allocated sufficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the collision investigation follow-up officer have a job description?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is it current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What are the officer's duties?		
e. Does the officer understand special reporting requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the officer command the respect of his/her peers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the officer have training or special qualifications that complement the position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is the officer available to respond to accidents to provide technical assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Does the officer identify training needs and discuss them with his/her supervisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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k. Does the officer have other duties, if so, what are they?

☐ Yes ☐ No

7. PUBLIC AFFAIRS OFFICER (PAO)

SEE SUMMARY STATEMENT

Evaluated

Action Required

Corrected

a. Does the Area have an officer assigned to public affairs?

☒ Yes ☐ No

b. Who supervises the officer?

LIEUTENANT HECTOR PAREDES

c. How much time is allocated to the position?

PART-TIME POSITION

d. Does the officer have a job description?

☐ Yes ☒ No

(1) Is it accurate?

☐ Yes ☐ No

(2) When was it last revised?

e. Does the officer understand and perform the duties enumerated in the Public Affairs Manual, HPM 90.1, Chapter 3?

☒ Yes ☐ No

f. What is the Area's criteria for selecting a PAO?

COMMANDER'S SELECTION BASED ON NEEDS OF THE FACILITY AND ACCORDING TO POLICY.

(1) Is it based upon the criteria in Chapter 3 of HPM 90.1?

☒ Yes ☐ No

g. Does the PAO support and actively participate in Goal Attainment Programs as noted in Chapter 14 of HPM 90.1?

☐ Yes ☒ No

h. Does the PAO have the support of the Area managers and supervisors?

☒ Yes ☐ No

i. Is he/she invited to participate in staff meetings as appropriate?

☒ Yes ☐ No

j. Is the PAO actively involved in the Area's CMP?

☐ Yes ☒ No

(1) What action steps, if any, is the PAO responsible for accomplishing?

N/A

(2) Does the PAO assist in the completion of the quarterly CMP report?

☐ Yes ☒ No

k. Does the PAO maintain the CHP 320 monthly?

☐ Yes ☒ No

l. Is the CHP 320A prepared quarterly and submitted to Division?

☐ Yes ☒ No

m. Does the PAO prepare a CHP 288, Report of Accident News Release?

N/A

☐ Yes ☒ No

n. Is the PAO actively involved in recruiting potential employees?

☒ Yes ☐ No

(1) What is the extent of his/her recruitment efforts?

CONTACTING AND RECRUITING POTENTIAL EMPLOYEES WHILE CONDUCTING PAO DUTIES.

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o. Does PAO participate in programs such as:

(1) Sober Graduation

☐ Yes ☒ No

(2) Designated Driver

☐ Yes ☒ No

(3) Mothers Against Drunk Drivers

☐ Yes ☒ No

(4) Students Against Drunk Drivers

☐ Yes ☒ No

p. Does the PAO respond to major emergency incidents and assume public information officer duties?

☐ Yes ☒ No

q. Does he/she respond to departmental-involved shooting incidents?

☐ Yes ☒ No

r. Does the officer have other duties?

☒ Yes ☐ No

(1) If so, what are the other duties? PRIMARY DUTIES ARE COMMERCIAL ENFORCEMENT AND SAFETY

8. COURT LIAISON OFFICER	Evaluated	Action Required	Corrected
<u>SEE SUMMARY STATEMENT</u>			

a. Does the Area have an officer assigned court liaison duties?

☐ Yes ☐ No

b. Who supervises the officer?

c. How much time is allocated to the position?

d. Does the officer have a job description?

☐ Yes ☐ No

(1) Is it accurate?

☐ Yes ☐ No

(2) When was it last revised?

(3) What are the officer's duties?

e. Does he/she have responsibilities for prisoner arraignment?

☐ Yes ☐ No

f. Does the officer command respect of his/her peer group?

☐ Yes ☐ No

g. Is the court officer involved in the DUI Cost Recovery Program?

☐ Yes ☐ No

h. Does the officer initiate a CHP 735?

☐ Yes ☐ No

(1) Does the officer(s)' times on the 735 correspond to the times indicated on his/her CHP 415?

☐ Yes ☐ No

(2) Does the officer(s) maintain a log?

☐ Yes ☐ No

(3) Does the officer(s) forward the form to Accounting Section after disposition?

☐ Yes ☐ No

i. How many courts are within the Area's jurisdiction?

j. Does the officer deal with more than one district attorney's (DA) office?

☐ Yes ☐ No

k. Does the officer have other duties?

☐ Yes ☐ No

(1) If so, what are the other duties?

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9. ASSET FORFEITURE (AF) OFFICER	Evaluated	Action Required	Corrected
SEE SUMMARY STATEMENT	✓		
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have a current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with GO 100.99, Asset Forfeiture Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Investigative Services Section (ISS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the AF officer retain a copy of appropriate case history files to verify case status?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the Area seized any vehicles under AF?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Does the AF coordinator complete WSIN cards for each seizure and forward them to the Division coordinator?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Does Area notify Division of all vehicles/boat/plane seizure?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Is Motor Transport Section notified?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
q. Is the check remitted to the Area's cashier for transmittal to Accounting Section with proper notifications to ISS and the Division AF coordinator?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. SPECIALIZED VEHICLES	Evaluated	Action Required	Corrected
SEE SUMMARY STATEMENT			
a. Operation and Inspection	N/A		

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(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Who supervises the officer(s)?		
(b) How much time is allocated?		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Cars		
(a) Is the Area in compliance with Vehicle Procedures Manual, HPM 81.2, Chapter 7, concerning operation of tow trucks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are complaints documented on the CHP 240 and 556?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections?		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Who conducts annual tow meetings?		
1 Does the commander attend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 Is an agenda prepared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 Are minutes prepared and circulated for review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4 When was the last annual meeting?		
(i) Are rotation and sector assignment procedures clearly established?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Ambulances		
(a) Who is responsible for overseeing the operation of ambulances within the Area?		

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### SPECIAL FUNCTIONS

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1 and Vehicle Equipment Inspection Guide, HPG 83.2?

☐ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the Vehicle Code and Title 13, California Code of Regulations?

☐ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☐ Yes ☐ No

#### (6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have?

#### (7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☐ No

#### 11. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

Evaluated

Action Required

Corrected

SEE SUMMARY

STATEMENT

a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?

☐ Yes ☐ No

(1) Who supervises the officer?

(2) Is sufficient time allocated for this program?

☐ Yes ☐ No

(3) Does the officer have a job description?

☐ Yes ☐ No

(a) Is it accurate?

☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?

☐ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms, locally processed, or sent to the DMV Registration Compliance Unit?

☐ Yes ☐ No

(1) If locally processed, are CHP 215s issued when it is established that California registration is due?

☐ Yes ☐ No

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d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

12. GENERAL SUPPORT

SEE SUMMARY STATEMENT

Evaluated

Action Required

Corrected

a. Is an officer assigned to general support including violation clearance and counter officer? ☐ Yes ☐ No

b. What additional duties does he/she perform?

c. Is there a job description? ☐ Yes ☐ No

(1) Is it accurate? ☐ Yes ☐ No

(2) When was it last revised?

d. How much time is allocated to this position?

e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☐ No

13. AREA TRAINING OFFICER

SEE SUMMARY STATEMENT

Evaluated

Action Required

Corrected

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? WHATEVER TIME IS NECESSARY

c. Who supervises the officer? SGT. H. HENDERICKSON #11334

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? 07/06

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

g. What training has been provided to the officer? WEAPONS AND RANGE TRAINING

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

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l. Is the officer a CPR instructor?

☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☒ Yes ☐ No

s. What other duties or assignments does the training officer have? SEE SUMMARY STATEMENT

14. LIMITED DUTY

SEE SUMMARY STATEMENT

Evaluated

Action Required

Corrected

a. Does the Area currently have limited duty personnel assigned?

☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443?

☐ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☐ No

d. Are any current assignments in excess of six month?

☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☐ Yes ☐ No

f. Are limited duty personnel with public contact, appropriately attired?

☐ Yes ☐ No

15. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

SEE SUMMARY

Evaluated

Action Required

Corrected

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☒ No



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b. Is the position full-time or on an on-call basis?

☐ Yes

☐ No

c. If full-time, is the assignment for a specified number of weeks or months?

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes

☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes

☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes

☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes

☐ No

(1) If so, is the contract being followed?

☐ Yes

☐ No

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**ADDITIONAL COMMENTS**

**1. GENERAL**

The Otay Mesa Inspection Facility (OMIF) does not have any full-time special duty officers. Although important and critical to the facility's operation, part-time special duty assignments are secondary to the primary goal of commercial enforcement and safety. All special duty assignments are minimized, and achieve the maximum efficiency with a minimum of special duty assignments.

c.) Special duty assignments are advertised, and selections are made based on interviews and recommendations from the management staff. Special duty opportunities are open to all officers to attain fairness and affirmative action goals.

d.) Area does not have a special duty supervisor. A supervisor is assigned to supervise and evaluate a part-time special duty officer relative to the supervisor's collateral duties. Special duty officers are evaluated fairly on their special duty assignment and commercial enforcement activity as outline in HPM 10.10, Performance Appraisal Manual.

**2. VEHICLE THEFT**

The Otay Mesa Inspection Facility does not have primary field related enforcement duties. The scope of Area's Vehicle Theft Program consists of recovering stolen passenger and commercial vehicles entering the facility from Mexico, and filing courtesy stolen reports for vehicles registered in the United States and stolen in Mexico.

**3. VEHICLE IDENTIFICATION NUMBER (VIN) PROGRAM**

Area's VIN Program operates from referrals from commercial officers and DMV employees through commercial enforcement and registration procedures at the Otay Mesa Inspection Facility.

**4. SCHOOL PUPIL TRANSPORTATION SAFETY**

Area does not have a School Pupil Transportation Safety Program.

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**5. EVIDENCE / PROPERTY CONTROL**

Officer Diane Lowery has been the part-time Evidence Officer since January of 2001, and she has done an excellent job. Sergeant Furby is the Evidence Supervisor. Both employees have a good understanding of the requirements and responsibilities outlined in HPM 70.1.

Currently, items placed in evidence during this rating period consists of two driver's licenses, found cash in the amount of \$40.00, and items related to three internal investigations.

**6. ACCIDENT INVESTIGATION FOLLOW-UP**

Area does not have an Accident Investigation Officer or Follow-up Officer. If an officer encounters and investigates a collision in an adjoining Area, the officer will complete a courtesy report expeditiously, and forward it to the Area of responsibility after it has been reviewed by an Otay Mesa Inspection Facility supervisor.

**7. PUBLIC AFFAIRS OFFICER (PAO)**

Officer Allen Reyes was recently selected as the Area's part-time PAO by the commander. Officer Reyes assists the commander in a limited capacity with international and NAFTA issues related to the commercial industry, safety and enforcement.

**8. COURT LIAISON OFFICER**

Area does not have, nor require a Court Liaison Officer. Court related concerns are addressed by supervisors or the commander as needed.

**9. ASSET FORFEITURE (AF) OFFICER**

Area does not have an Asset Forfeiture Officer. Sergeant Brenda Hagerty is currently the coordinator, and she is well versed in policy and the proper documentation of the Asset Forfeiture Program. The Area has not seized any property or cash during the last two reporting periods.

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**10. SPECIALIZED VEHICLES**

Area office does not have a Specialized Vehicles Program.

**11. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

Area office does not have a CRFR Program.

**12. GENERAL SUPPORT**

Area office does not have a General Support Officer. Front desk duties and violation clearance duties are assigned to shift officers on a daily basis.

**13. AREA TRAINING OFFICER**

Officer Sal Pena was selected as the Area Training Officer in January of 2007. He commands respect from his peers, is supported by supervisors, and has performed in an outstanding manner.

m. Officer Pena provides training input, and mandatory training as required from the Department and POST. Officer Pena also schedules the training and training instructors, and provides training material to uniformed and nonuniformed employees.

s. Officer Pena's primary duty is commercial enforcement and safety. His part-time responsibilities include training officer duties, and weapons and range training.

**14. LIMITED DUTY**

Area office does not currently have personnel assigned to limited duty. When personnel are assigned, supervisors ensure their duties and limitations are consistent with limitations noted on the CHP 443, and that they are properly attired.

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**15. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

Area office does not have personnel assigned to a special projects or tactical operations.